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Bulletin Number 45170BR
Type of Recruitment Interdepartmental Promotional Opportunity
Department Probation
Position Title INFORMATION TECHNOLOGY SUPERVISOR
Exam Number F2598A
Filing Type Open Continuous
Filing Start Date 10/09/2014
Salary Type Monthly
Salary Minimum 7293.36
Salary Maximum 9565.56
Position/Program Information Supervises the activities of an Information Technology section within the Probation Department and is responsible for providing complex information technology services, including planning, design, coordination, development, implementation, maintenance, and support of automated information and telecommunication systems.

Essential Job Functions

- Plans, coordinates, supervises and monitors activities of assigned staff involved in various projects, including status, scheduling, prioritizing, training and leading work of implementation teams on related projects.
- Provides full administrative and technical supervision of staff including approving time off, evaluation of performance and takes or recommends disciplinary action, up to and including termination.
- Analyzes, estimates and assigns staff and resources for projects, including technical and support personnel, consultants and equipment.
- Assists in establishing and monitoring program priorities, objectives and procedures, determining area objectives, targets of service and resource allocations.
- Assists in the development of changes in management plans for new projects, including business process assessment, training requirements and budget preparations and appropriate forms of communication.
- Reviews completed projects to assure compliance with established standards.
- Coordinates activities and computer systems requirements with departmental users to assure current technology needs are met.
- Provides guidance to staff in troubleshooting network communications, software and hardware problems, designing systems logic, debugging system program problems and assisting software vendors with problem resolutions.
- Meets with departmental management to introduce and explain systems improvement concepts and to obtain concurrence with recommended problem solutions.
- Assists management on long-range systems planning.

Requirements**SELECTION REQUIREMENTS:**

Option I: *Graduation from an accredited college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field and four (4) years of recent, full-time, paid experience in design, development, implementation, operation and maintenance of information systems, one (1) year of which must have been in a *****lead

or supervisory capacity.

Option II: One year at the level of **Senior Application Developer, ***Senior Network Systems Administrator, ****Senior Operating Systems Analyst or *****Senior Information Systems Analyst. Experience must have been in a *****lead capacity.

Option III: Five (5) years of recent, full-time paid experience in design, development, implementation, operation and maintenance of information systems, two (2) years of which must have been in a *****lead or supervisory capacity

Note: Recent experience are experience gained within the last seven (7) years from the date of application submission.

Physical Class

Physical Class II - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable
Qualifications**

- Experience in managing Probation Case Management System (PCMS), Probation Enterprise Document Management System (PEDMS), or any law enforcement case management system.
- Experience in full system development life cycle.
- Strong presentation skills.
- Excellent interpersonal skills, including leadership, influencing and relationship building across functions.
- Ability to communicate with departmental management to introduce and explain systems improvement concepts and to obtain concurrence with recommended problem solutions.

**Special
Requirement
Information**

NOTE: *In order to receive credit for the desired degree, such as a Bachelor's degree you must submit a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization and degree conferred date, with your application at the time of filing, or during the examination process.

**In the County of Los Angeles, Senior Application Developer is defined as under direction, performs a wide range of application development related duties including analysis, design, evaluation, development, coding, testing and maintenance of complex application systems.

***In the County of Los Angeles, Senior Network Systems Administrator is defined as providing comprehensive support of complex network and server operating system environments. Under direction, incumbents perform a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks.

****In the County of Los Angeles, Senior Operating Systems Analyst is defined as under direction, supports complex operating systems and associated software and hardware on midrange servers or mainframes hosting critical applications in a high-availability environment. These environments require formal change management and problem resolution procedures, highly fault tolerant configurations, and comprehensive back-up and recovery solutions.

*****In the County of Los Angeles, Senior Information Systems Analyst is defined as under direction, performs specialized information systems analysis and provides expertise in one or more areas of systems analysis. May act as a team leader or coordinator.

*****A lead or supervisory capacity is defined as leading or supervising a group of Information Technology professionals performing design, development, implementation, operation and maintenance of information systems

VERIFICATION OF EXPERIENCE LETTERS (VOEL) ARE NOT REQUIRED. ALL INFORMATION INCLUDED IN YOUR APPLICATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED AT FACE VALUE TO DETERMINE YOUR QUALIFICATIONS. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE.

FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Accreditation Information

Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consists of two parts:

Part I: An Appraisal of Promotability covering Technical Job Knowledge, Supervision and Leadership, Information Technology Project Management, Worker Characteristics and Written and Verbal Communication weighted 50%.

Part II: An interview covering training, experience, personal fitness, and general ability to perform the duties of the position, weighted 50%.

Candidates must achieve a passing score of 70% on both parts in order to be placed on the eligible register.

Special Information

FINGERPRINTING AND SECURITY CLEARANCE

Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on the employment application, resume, and during the examination process is subject to verification.

Candidates who are found unsuitable for employment will be removed from the eligible register pursuant to Civil Service Rule 6.04.

Vacancy Information
Eligibility Information

The resulting eligible register will be used to fill vacancies in the Los Angeles County Probation Department, Information Technology Division.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period to twelve (12) months following the date of promulgation.

No person may compete in this exam more than once every twelve (12) months.

Available Shift

Day

Job Opportunity Information **Restricted to permanent employees of Los Angeles County who have successfully completed their initial probationary period. Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service. Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.**

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

Application and Filing Information Applications will be processed on an as received basis. All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission). Facsimile and hard copy applications will not be accepted.

Note: You must upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax the documents to (562) 401- 2885. Please include your name, the exam number and exam title on the faxed documents.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualification's for the job.

All information is subject to verification. We may reject your application at any time during the selection process.

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record, and result in an automatic rejection of your application.

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Failure to provide the complete information including the name(s) and address(es) of your employer(s), your job title(s), beginning and ending dates, the functions performed including a description of your role, level of involvement, independence, and information about the size of your organization, complexity and level of accountability related to your experience may impact assessment of your qualifications and acceptance

into the examination process.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Tammy Valdez
Department Contact Phone	(562)940-2653
Department Contact Email	tammy.valdez@probation.lacounty.gov
ADA Coordinator Phone	(877)988-7800
California Relay Services Phone	(562)940-2711
Job Field	Information Technology
Job Type	Professional

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